

MANULIFE GLOBAL FUND – SWITCHING REQUEST FORM
宏利環球基金－轉換表格

NOTE 注意：

- Before completing this form, please refer to the “Notes and Instructions” on page 5 of this form. 填寫本表格前，請先參閱第五頁的「備註及指引」。
- Please complete in English BLOCK LETTERS. For assistance, please call: (852) 2108 1110. 請以英文正楷填寫本表格。如需協助，請致電：(852) 2108 1110。
- Please return this completed form to **Manulife Investment Management (Hong Kong) Limited**, by post to 23/F, Manulife Tower, One Bay East, 83 Hoi Bun Road, Kwun Tong, Kowloon, Hong Kong or by fax to (852) 2810 9510 or by online upload. For Manulife Global Fund account holder(s) who have not entered into the client agreement of Manulife Investment Management (Hong Kong) Limited, their switching request will be declined. If you are interested in opening a Manulife InvestChoice Account to continue investing in Manulife Global Fund and enjoy comprehensive online functions, please give consent to be contacted by Manulife Financial Planning Manager by putting a tick in this box . 請您將此填妥的表格交回宏利投資管理(香港)有限公司，郵寄至香港九龍觀塘海濱道83號宏利大樓23樓、傳真至(852) 2810 9510、或透過網站上載。宏利環球基金帳戶持有人倘若尚未簽訂宏利投資管理(香港)有限公司的客户協議，其轉換申請將被拒絕。如您有意開設「宏利智晰投資服務帳戶」以便繼續投資宏利環球基金，並享用全方位的網上功能，請您在此方格內 填上剔號表示同意宏利理財策劃經理與您聯絡。

For Manulife Use 宏利專用	Dealing Date: 交易日：
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1. SHAREHOLDER ACCOUNT INFORMATION 股東帳戶資料

Shareholder Account Number 股東帳戶編號：_____

Account Holder(s)' Full Name(s) 帳戶持有人全名 _____ HKID/Passport Number 香港身份證/護照號碼 _____

1. _____ 2. _____ 1. _____ 2. _____

Contact Number 聯絡電話號碼：_____ Fax Number 傳真號碼：_____

E-mail Address 電郵地址：_____

1a. Does any holder of the above account belong to one or all of the following two groups? (Please tick the appropriate box(es) below) 上述帳戶任何一位持有人是否屬於下列兩類人士的其中一類或全部？(請剔選合適的方格)

- aged above 64; and/or 64 歲以上；或/及
- highest educational qualification is primary school or below 教育程度是小學或以下

No 否 → Please go to page 2. 請到第2頁。

Yes 是 → Please complete Part 1b below. 請填妥下方1b部分。

Note 註： When performing suitability assessment in respect of a joint account, we have regard only to the Risk Profile Questionnaire completed by the Designated Client for the account. If this form is solely signed by the Designated Client who does not belong to the two groups stated in Part 1a of this form, the procedures in Part 1b of this form are waived in view of the Designated Client's duties to make investment decisions in the best interests of all the joint holders of the account pursuant to the Terms of the Client Agreement with Manulife Investment Management (Hong Kong) Limited. 就聯名帳戶履行適合性評估時，本公司僅考慮由指定客戶為該帳戶填妥的風險取向問卷。若此表格只由指定客戶簽署，而他並不屬於此表格1a部分所指的兩類人士，根據宏利投資管理(香港)有限公司客户協議的條款，由於指定客戶的職責是以帳戶的所有聯名持有人之最佳利益作出投資決定，此表格1b部分的程序可獲豁免。

1b. Please tick the appropriate box and fill in the applicable blanks to complete this part. 請於此部分剔選其中一個合適的方格，並於適當的空白位置填入相關資料。

- I/We have had the process of this application audio recorded as arranged by Manulife Financial Planning Manager. 本人/吾等在是次申請之過程已在宏利理財策劃經理的安排下以錄音記錄存檔。
- I/We have been accompanied by my/our trusted relative / friend (please cross out as appropriate) who has completed and signed below to confirm his/her presence throughout this application process. I/We confirm that my/our trusted relative is my/our _____ (please write either “not applicable” or the relationship, e.g. spouse, son, daughter, and ensure your trusted relative or friend complete and sign this part.) 本人/吾等在本人/吾等信任的親屬/友人(請刪去不適用者)陪同下完成本人/吾等是次申請過程。上述陪同者於以下已填寫及簽署確認陪同之事實。本人/吾等茲確認本人/吾等所信任的親屬為本人/吾等的 _____ (請填上「不適用」或註明關係，例如：配偶、兒子、女兒，並確定您所信任的親屬或友人填寫及簽署此部分)
- I confirm having accompanied the applicant(s) throughout this application process and declare that I am aged between 18 and 64 with educational qualification of secondary school or above. I also confirm that I have no conflicts of interest in relation to the transaction being applied for. 本人茲確認曾陪同申請人完成是次申請之整個過程，並申明本人之年齡屆乎18至64歲，教育程度達中學或以上。本人亦確認在此申請中的交易，本人並沒有任何利益衝突。

Full Name of the Relative / Friend:
親屬/友人全名：_____

Signature of the Relative / Friend:
親屬/友人簽署：_____

Please go to page 2. 請到第2頁。

Note 註： Please refer to “Suitability” part in the “Notes and Instructions” section of this form about the arrangement of pre-trade telephone call confirmation. 請參閱本表格「備註及指引」部份「適合性評估」一節，關於交易前的電話確認安排。

2. SWITCHING DETAILS AND SUITABILITY CHECK TABLE 轉換詳情及適合性檢查表

Risk Profile Based on the Last Completed Risk Profile Questionnaire 最近完成之「風險取向問卷」中的風險取向

Important Note: Please ensure the Fund Risk Level of your selected Fund(s) does not exceed your Risk Profile. For details, please refer to “Suitability” part in the “Notes and Instructions” section.

重要提示：請確保您所選擇的每一項基金的基金風險級別不高於您的風險取向。詳情請參閱「備註及指引」部分「適合性評估」一節。

Risk Profile: 1 = Low Risk Profile; 2 = Low to Medium Risk Profile; 3 = Medium Risk Profile; 4 = Medium to High Risk Profile; 5 = High Risk Profile

風險取向：1 = 低風險取向；2 = 低至中風險取向；3 = 中風險取向；4 = 中至高風險取向；5 = 高風險取向

Switch From 轉出				Switch In 轉入				Fund Risk Level# 基金風險級別#	Risk Deviation* 風險偏差*
Fund Name 基金名稱	Share Class 股份類別	Number of Shares^ 股份數目^	Fund Name 基金名稱	Share Class \$ 股份類別 \$	Fund Name 基金名稱	Share Class \$ 股份類別 \$	Fund Name 基金名稱	Fund Risk Level# 基金風險級別#	Risk Deviation* 風險偏差*
			U.S. Bond Fund 美國債券基金	<input type="checkbox"/> AA <input type="checkbox"/> AA (HKD) (港元)		<input type="checkbox"/> AA Inc 收益 <input type="checkbox"/> AA (HKD) Inc (港元) 收益		2	
			Asia Total Return Fund 亞洲總回報基金	<input type="checkbox"/> AA <input type="checkbox"/> AA (HKD) (港元)		<input type="checkbox"/> AA Inc 收益 <input type="checkbox"/> AA (HKD) Inc (港元) 收益	<input type="checkbox"/> AA (USD) MDIST (G) (美元) 每月派息 (G) <input type="checkbox"/> AA (HKD) MDIST (G) (港元) 每月派息 (G)	3	
			Global Multi-Asset Diversified Income Fund 環球多元資產入息基金	<input type="checkbox"/> AA <input type="checkbox"/> AA (HKD) (港元)		<input type="checkbox"/> AA Inc 收益 <input type="checkbox"/> AA (HKD) Inc (港元) 收益	<input type="checkbox"/> AA (USD) MDIST (G) (美元) 每月派息 (G) <input type="checkbox"/> AA (HKD) MDIST (G) (港元) 每月派息 (G)	3	
			Asia Pacific REIT Fund 亞太房地產投資信託產業基金	<input type="checkbox"/> AA <input type="checkbox"/> AA (HKD) (港元)		<input type="checkbox"/> AA (AUD Hedged) Inc (澳元對沖) 收益 <input type="checkbox"/> AA (CAD Hedged) Inc (加元對沖) 收益	<input type="checkbox"/> AA (AUD Hedged) MDIST (G) (澳元對沖) 每月派息 (G) <input type="checkbox"/> AA (AUD Hedged) MDIST (G) (加元對沖) 每月派息 (G)	4	
			Global Equity Fund 環球股票基金	<input type="checkbox"/> AA <input type="checkbox"/> AA (HKD) (港元)		<input type="checkbox"/> AA Inc 收益	<input type="checkbox"/> AA (USD) MDIST (G) (美元) 每月派息 (G) <input type="checkbox"/> AA (HKD) MDIST (G) (港元) 每月派息 (G)	4	
			Global REIT Fund 環球房地產投資信託產業基金	<input type="checkbox"/> AA <input type="checkbox"/> AA (HKD) (港元)		<input type="checkbox"/> AA (AUD Hedged) MDIST (G) (澳元對沖) 每月派息 (G)	<input type="checkbox"/> AA (USD) MDIST (G) (美元) 每月派息 (G) <input type="checkbox"/> AA (HKD) MDIST (G) (港元) 每月派息 (G)	4	
			Healthcare Fund 康健護理基金	<input type="checkbox"/> AA				4	
			Japan Equity Fund 日本股票基金	<input type="checkbox"/> AA				4	
			Preferred Securities Income Fund 優先證券收益基金	<input type="checkbox"/> AA <input type="checkbox"/> AA (HKD) (港元) <input type="checkbox"/> AA (AUD Hedged) (澳元對沖)		<input type="checkbox"/> AA (USD) MDIST (G) (美元) 每月派息 (G) <input type="checkbox"/> AA (HKD) MDIST (G) (港元) 每月派息 (G) <input type="checkbox"/> AA (AUD Hedged) MDIST (G) (澳元對沖) 每月派息 (G)	<input type="checkbox"/> AA (USD) MDIST (G) (美元) 每月派息 (G) <input type="checkbox"/> AA (HKD) MDIST (G) (港元) 每月派息 (G) <input type="checkbox"/> AA (AUD Hedged) MDIST (G) (澳元對沖) 每月派息 (G)	4	
			Sustainable Asia Equity Fund 可持續亞洲股票基金	<input type="checkbox"/> AA				4	
			U.S. Special Opportunities Fund 美國特別機會基金	<input type="checkbox"/> AA <input type="checkbox"/> AA (HKD) (港元)		<input type="checkbox"/> AA Inc 收益 <input type="checkbox"/> AA (HKD) Inc (港元) 收益		4	
			Asian Small Cap Equity Fund 亞洲小型公司基金	<input type="checkbox"/> AA <input type="checkbox"/> AA (HKD) (港元)				5	
			China Value Fund 中華威力基金	<input type="checkbox"/> AA				5	

2. SWITCHING DETAILS AND SUITABILITY CHECK TABLE 轉換詳情及適合性檢查表

Risk Profile Based on the Last Completed Risk Profile Questionnaire 最近完成之「風險取向問卷」中的風險取向

Important Note: Please ensure the Fund Risk Level of your selected Fund(s) does not exceed your Risk Profile. For details, please refer to “Suitability” part in the “Notes and Instructions” section.

重要提示：請確保您所選擇的每一項基金的基金風險級別不高於您的風險取向。詳情請參閱「備註及指引」部分「適合性評估」一節。

Risk Profile: 1 = Low Risk Profile; 2 = Low to Medium Risk Profile; 3 = Medium Risk Profile; 4 = Medium to High Risk Profile; 5 = High Risk Profile

風險取向：1 = 低風險取向；2 = 低至中風險取向；3 = 中風險取向；4 = 中至高風險取向；5 = 高風險取向

Switch From 轉出				Switch In 轉入			
Fund Name 基金名稱	Share Class 股份類別	Number of Shares [^] 股份數目 [^]	Fund Name 基金名稱	Share Class ^{\$} 股份類別 ^{\$}	Fund Risk Level [#] 基金風險級別 [#]	Risk Deviation* 風險偏差*	
			Dragon Growth Fund 巨龍增長基金	<input type="checkbox"/> AA <input type="checkbox"/> AA (HKD) (港元) <input type="checkbox"/> AA (AUD Hedged) (澳元對沖) 每月派息(G) <input type="checkbox"/> AA (USD) MDIST (G) (美元) 每月派息(G) <input type="checkbox"/> AA (HKD) MDIST (G) (港元) 每月派息(G) <input type="checkbox"/> AA (AUD Hedged) MDIST (G) (澳元對沖) 每月派息(G)	5		
			Emerging Eastern Europe Fund 新興東歐基金	<input type="checkbox"/> AA	5		
			European Growth Fund 歐洲增長基金	<input type="checkbox"/> AA	5		
			Global Resources Fund 環球資源基金	<input type="checkbox"/> AA	5		
			India Equity Fund 印度股票基金	<input type="checkbox"/> AA	5		
			Taiwan Equity Fund 台灣股票基金	<input type="checkbox"/> AA	5		
			U.S. Equity Fund 美國股票基金	<input type="checkbox"/> AA <input type="checkbox"/> AA (HKD) (港元)	5		
			U.S. Small Cap Equity Fund 美國小型公司基金	<input type="checkbox"/> AA	5		

[^] Please state "All" or the number of shares if not all. 註明「全部」或若非全部，請註明股份數目。

* Risk Deviation = Risk Profile minus (-) Fund Risk Level 風險偏差 = 風險取向減以(-) 基金風險級別

[#] Please visit www.manulifefunds.com.hk and go to the "Announcements" section for details of the Fund Risk Level. The Fund Risk Level is for reference only and should not be relied upon as investment advice. 請瀏覽網頁 www.manulifefunds.com.hk 並進入「通告」部份閱覽基金風險級別的詳情。基金風險級別只供參考，不應依賴作為投資建議。

^{\$} The currency of denomination of a share class is indicated in the bracket within the share class name. Share classes without such an indication are denominated in U.S. Dollars. 股份類別的結算貨幣幣顯示在股份類別名稱的括號內，而未有該項顯示的股份類別則以美元為結算貨幣單位。

3. DISCLOSURE OF TRANSACTION RELATED INFORMATION 披露交易相關資料

a. Capacity and Affiliation 身分與聯繫

Manulife Investment Management (Hong Kong) Limited is a distributor of Manulife Global Fund and also an investment manager of certain sub-funds of Manulife Global Fund. Manulife Investment Management (Hong Kong) Limited is NOT an independent intermediary because of its close links and other legal and economic relationships with Manulife Global Fund. 宏利投資管理(香港)有限公司是宏利環球基金的分銷商，亦是宏利環球基金某些子基金的投資管理人。由於宏利投資管理(香港)有限公司與宏利環球基金有著密切的聯繫，以及其他法律及經濟的關係，故它並非獨立中介人。

b. Monetary Benefits 金錢收益

- In respect of Class AA shares, Manulife Investment Management (Hong Kong) Limited will receive (i) an initial charge of up to 5% of the subscription amount, (ii) a switching charge of up to 1% of the redemption price, and (iii) a redemption charge of up to 1% of the redemption price (although no redemption charge is presently levied). 就AA類股份而言，宏利投資管理(香港)有限公司可收取(i)最高為認購金額的5%的初次收費，(ii)最高為應付贖回價的1%的轉換費，以及(iii)最高為應付贖回價的1%的贖回費(儘管目前沒有徵收贖回費)。
- Manulife Investment Management (Hong Kong) Limited will receive from Manulife Global Fund up to 33% of a sub-fund's annual management fee as ongoing trailer fee every year throughout the term of an investor's investment in that sub-fund. 當投資者持續投資於宏利環球基金某子基金，宏利投資管理(香港)有限公司可從該子基金的年度管理費中每年收取最高為33%的後續費。
- The above charges and trailer fee will be paid partially or wholly by Manulife Investment Management (Hong Kong) Limited to its in-house agents who are licensed by the Securities and Futures Commission, in respect of Manulife Global Fund's investors served by such agents. 宏利投資管理(香港)有限公司可將上述收費及後續費部分或全數支付予獲證券及期貨事務監察委員會發牌並隸屬於宏利投資管理(香港)有限公司的内部代理人，此基於該些代理人向宏利環球基金投資者提供服務。

c. Discount of Charges 收費折扣

Manulife Investment Management (Hong Kong) Limited may offer a discount on the initial charge to investors of Manulife Global Fund from time to time in accordance with the terms and conditions in the applicable promotion material. In general circumstances at present, an initial charge discount (if any) can be up to 3.5% of the subscription amount. 宏利投資管理(香港)有限公司可按適用的推廣資料所載條款及細則，不時向宏利環球基金投資者提供初次收費折扣。在目前一般情況下，初次收費折扣(如有)最高可達認購金額的3.5%。

4. APPLICANT(S)' DECLARATIONS AND SIGNATURE(S) 申請人聲明及簽署

- a. I/We consent to complete and return the Risk Profile Questionnaire at Manulife Investment Management (Hong Kong) Limited's request if my/our answers above are inconsistent with Manulife Investment Management (Hong Kong) Limited's existing record. 倘本人/吾等以上提供的答案與宏利投資管理(香港)有限公司之現有記錄有所不符，本人/吾等同意在宏利投資管理(香港)有限公司的要求下完成並遞交「風險取向問卷」。
- b. I/We have read and understood the "Disclosure of Transaction Related Information" of this form prior to my/our signing this completed form. 本人/吾等在簽署填妥本表格前，已閱覽及明白本表格的「披露交易相關資料」。
- c. I/We understand that the provision of information in this form is voluntary for the purpose of my/our current application for switching. If I/we fail to provide the information, my/our current application will not be accepted. 本人/吾等明白於本表格上提供資料為處理是次轉換申請乃屬自願。倘本人/吾等未能提供有關資料，本人/吾等是次之申請將不獲受理。
- d. I/We acknowledge and agree that the information collected from me/us in this form, together with any subsequent alterations or supplements to it, is being collected on behalf of Manulife Global Fund and Manulife Investment Management (Hong Kong) Limited. I/we further acknowledge and confirm that I/we have received and read the Personal Information Collection Statement attached as Schedule I to the Client Agreement entered into between me/us and Manulife Investment Management (Hong Kong) Limited (the "Client Agreement") (as amended from time to time). I/We understand and agree that the information collected from me/us in this form, together with any subsequent alterations or supplements to it, can be used and/or transferred to any of the transferees in accordance with any of the uses and purposes (including in relation to direct marketing) as described in the Personal Information Collection Statement. 本人/吾等確認及同意從本人/吾等在本表格上收集的資料及日後之任何改動或補充，乃代表宏利環球基金及宏利投資管理(香港)有限公司所收集。本人/吾等進一步確認及確定，本人/吾等已收訖及閱畢與宏利投資管理(香港)有限公司簽定的客戶協議中，附表一所載的個人資料收集聲明(「客戶協議」)(不時作出修訂)。本人/吾等理解及同意從本人/吾等在本表格上收集的資料及日後之任何改動或補充，可根據個人資料收集聲明內所描述的使用及目的(包括直接促銷)被使用及/或轉交予任何受讓人。
- e. I/We have a right to request access to and correction of my/our personal data by writing to the Privacy Officer, Manulife Investment Management (Hong Kong) Limited, 23/F., Manulife Tower, One Bay East, 83 Hoi Bun Road, Kwun Tong, Kowloon, Hong Kong. 本人/吾等可致函香港九龍觀塘海濱道83號宏利大樓23樓宏利投資管理(香港)有限公司個人資料主任，要求查閱及更改本人/吾等的個人資料。
- f. Please tick the box below if the statement next to it truly reflects your circumstance. 若以下陳述真確反映您的情況，請在其旁的方格填上剔號。
- I/We apply for this switching solely based on my/our judgment, without receipt of any solicitation or recommendation by Manulife Investment Management (Hong Kong) Limited's Financial Planning Manager, who did not provide me/us with any market or fund specific information or give any answer to my/our questions about which market(s) or fund(s) is/are good for investment when I/we considered this application. 本人/吾等是次轉換申請僅出於本人/吾等的判斷，並沒有收到宏利投資管理(香港)有限公司理財策劃經理之任何招攬或建議。在本人/吾等考慮是次申請時，宏利投資管理(香港)有限公司理財策劃經理沒有向本人/吾等提供任何特定市場或基金的資料，亦沒有就本人/吾等提出關於哪些市場或基金適合投資的問題上給予任何答案。

Note 註：Solicitation or recommendation does not include giving generic advice unconnected with subscription or switching to a fund, e.g. the importance of investment diversification, the concept of dollar cost averaging. 招攬或建議並不包括與基金認購或轉換不相關的一般意見，例如分散投資的重要、平均成本概念。

I/We confirm that I/we fully understand and accept the associated risk and return of the Fund(s) chosen by me/us since it is as likely that losses will be incurred as profit made as a result of buying and selling investment funds. 本人/吾等明白投資基金買賣可賺亦可蝕，並確認本人/吾等明白及接受本人/吾等所選基金的附帶風險及回報。

Signature 簽署：

S.V.

S.V.

First Holder 第一持有人

Second Holder 第二持有人

Full Name of First Holder 第一持有人全名

Full Name of Second Holder 第二持有人全名

Date 日期(DD 日/MM 月/YYYY 年)：_____

Date 日期(DD 日/MM 月/YYYY 年)：_____

1. General Information 一般資料

- The term Fund(s) in this form means one or more sub-fund(s) of Manulife Global Fund. 在此表格中「基金」一詞意指宏利環球基金的一項或多項子基金。
- Please use the prescribed forms available on www.manulife.com.hk. 請使用 www.manulife.com.hk 提供之指定表格發出指示。
- Switching is subject to all applicable minimum initial investment amount and minimum holding requirements as well as investor eligibility criteria being complied with. 轉換受所有適用的最低初始投資額及最低持股額要求的限制，並須符合投資者資格的標準。
- Any valid dealing request received before the applicable dealing deadline will be effected on the day of receipt, provided that it is a Dealing Day. 所有於適用的交易時限前收到的有效交易申請將於收件當日執行，惟該日應為交易日。
- If you have elected the Instructions by Facsimile via your Shareholder Account Opening Form or Change of Record Form, you may fax this form without the need to send the original. No responsibility will be accepted by Manulife Global Fund or Manulife Investment Management (Hong Kong) Limited for any loss arising from non-receipt or duplication of any facsimiled instructions. Please therefore clearly state the word "revised" and the revision date in the revised instructions. 若您已在股東帳戶申請表格或記錄更新表格內選擇以傳真發出指示，則可傳真發送本表格而毋須提交正本。對於因未收到或重複提交之傳真指示而引致之任何損失，宏利環球基金或宏利投資管理(香港)有限公司概不負責。故請於指示修訂本內清楚註明「修訂」字眼及修訂日期。
- Please refer to the Offering Documents of Manulife Global Fund for details of the switching procedures. 轉換詳情請參閱宏利環球基金發售文件。
- When selecting Fund(s) for investment, if at any point of time you are in doubt whether any of the Fund(s) is/are suitable for you, you should seek independent advice. 在選擇基金作為投資時，若於任何時刻您對任何基金是否適合您有任何疑問，您應徵詢獨立意見。

2. Suitability 適合性評估

The Suitability Check Table helps to assess whether your application for switching to one or more sub-fund(s) of Manulife Global Fund is consistent with your Risk Profile. 適合性檢查表有助您評估申請轉入之宏利環球基金一項或以上的子基金與您的風險取向是否一致。

- If you have not sent us your completed Risk Profile Questionnaire within the past 12 months, please contact your Manulife Financial Planning Manager or download it from our website at www.manulife.com.hk or contact our Customer Service Hotline on (852) 2108 1110. Without knowing your Risk Profile, you will not be able to complete the Suitability Check Table and we will not be able to process your switching application. 若您於過去十二個月內未曾交回填妥之「風險取向問卷」，請聯絡您的宏利理財策劃經理，或由本公司網站(www.manulife.com.hk) 下載該問卷，或可致電客戶服務熱線(852) 2108 1110 索取。若不知悉您的風險取向，將不能填寫「適合性檢查表」，本公司並將不能處理您的轉換申請。
- If you have sent us your completed Risk Profile Questionnaire within the past 12 months, you may use your last Risk Profile, or check our record by contacting our Customer Service Hotline on (852) 2108 1110, to complete the Suitability Check Table. 若您於過去十二個月內曾交回填妥之「風險取向問卷」，則可於填寫「適合性檢查表」時填上您最近的風險取向，或可致電客戶服務熱線(852) 2108 1110 查詢本公司的記錄。
- To afford investor protection as a high priority, we have discretion to partially or fully decline your switching application and, where needed, return your submitted Switching Request Form under the following conditions: 在保障投資者利益為先的大前提下，本公司於以下情況可能酌情拒絕部份或全部您的轉換申請，如有需要，並將退回您已遞交之轉換表格：
 1. if a pre-trade telephone confirmation is required and you cannot be reached; or 如有必要在交易前作電話確認及本公司未能與您聯絡；或
 2. if you cannot verbally confirm your understanding of the content of your completed Part 1b during the pre-trade call. 如您於交易前的電話確認中未能口頭上確認您清楚明白已填妥之 1b 部分的有關內容。
- If your switching application is rejected for any of the above reasons or due to Negative Risk Deviation (i.e. the Fund Risk Level exceeds your Risk Profile), Manulife Global Fund and Manulife Investment Management (Hong Kong) Limited shall not be liable for any loss incurred arising from the rejected switching application. For enquiries, please contact your Manulife Financial Planning Manager or our Customer Service Hotline. 如因以上任何原因或風險偏差負數(即基金風險級別高於您的風險取向)而拒絕您的轉換申請，宏利環球基金與宏利投資管理(香港)有限公司將不會負責任何因拒絕轉換申請而引致的損失。如有任何查詢，請聯絡您的宏利理財策劃經理或客戶服務熱線。

3. Notes and Instructions 備註及指引

Please submit the following document(s) together with this switching request in case you have not submitted such document(s). Additional document(s) may be required subject to account status. You may check our record by contacting your Manulife Financial Planning Manager or call (852) 2108 1110. 請一併提交此轉換申請及以下文件(如您以往並未提交；因應帳戶狀況，或需提供額外文件)。請聯絡您的宏利理財策劃經理或致電(852) 2108 1110 查詢您在本公司的記錄。

- Certified true copy¹ of Hong Kong Permanent Identity Card or photo page of valid passport of all account holder(s) 所有帳戶持有人的香港永久居民身份證或有效護照照片頁認證副本¹
- Original or certified true copy of residential address proof² issued within the last 3 months of all account holder(s) 所有帳戶持有人的最近三個月內發出的住址證明² 正本或認證副本
- Original of completed "Individual/Controlling Person Self Certification Form (FATCA and CRS)³" of all account holder(s) 所有帳戶持有人的已填妥的「個人/控權人士自行證明書(FATCA及CRS)³」正本

Remarks 注釋：

- ¹ Below is a list of suitable certifiers. Each certifier should (i) sign and date the document copy, (ii) clearly indicate his/her name and position or capacity (Manulife staff must include his/her SFC CE No, Employee No, and/or Agent Code) and (iii) state that it is a true copy of the original (or words to similar effect). 下列是合適的證明人。每位證明人應在文件的複本上(i)簽署並寫上日期，(ii)清楚註明其姓名及職位或身分(宏利人員必須包括他/她的證監會中央編號、僱員號碼及/或代理編號)，及(iii)說明該複本文件為正本文件的真確複本(或具類似效力的字詞)。
 - An employee or a licensed / registered representative within Manulife Group 宏利集團內的僱員或持牌/註冊代表；
 - A professional person who is an accounting professional, a legal professional or a trust or company service provider licensee in Hong Kong; or 本港專業人士，如會計專業人士、法律專業人士或信託或公司服務提供者持牌人；或
 - A lawyer, a notary public, an auditor, a professional accountant, or a trust or company service provider licensee in an equivalent jurisdiction outside Hong Kong 在本港以外對等司法管轄區執業的律師、公證人、核數師、專業會計師、或信託或公司服務提供者持牌人。
- ² Acceptable residential address proof 可接受的住址證明：
 - Bills issued by utility companies, including landline phone service providers 公用事業公司(包括固線電話服務供應商)發出的賬單
 - Correspondence issued by government departments or agencies 政府部門或代理機構發出的文件
 - Statements issued by banks, insurance companies or licensed corporations (e.g. securities brokers) 銀行、保險公司或持牌法團(例如：證券經紀公司)發出之結單
- ³ Please download the form from our website at www.manulife.com.hk (Services > Form library > Other forms > Mutual Funds / Unit Trusts > Managing an Account) or contact your Manulife Financial Planning Manager or call (852) 2108 1110. 請在本公司網站 www.manulife.com.hk (客戶服務 > 表格下載 > 其他表格 > 互惠基金/單位信託 > 管理帳戶) 下載該表格，亦可聯絡您的宏利理財策劃經理或致電(852) 2108 1110 索取。